



**November 2006  
FLSA: NON-EXEMPT**

## **RECREATION COORDINATOR**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for a recreation program; coordinates program which includes youth sports, adult sports, summer programs, special interest classes, special events, and other related community activities; oversees recreation and sports facilities, including athletic fields on a seasonal or year-round basis; performs a variety of administrative functions in support of assigned programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises general and direct supervision over assigned staff and volunteers.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the recreation series that has lead, program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for supervising, coordinating, and participating in the operations of an assigned recreation program. Specific responsibilities may vary, depending upon the site, programs or projects to which assigned. This class is distinguished from Recreation Supervisor in that the latter has overall program, budgetary and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Supervises, coordinates, and participates in the day-to-day operations of assigned recreation program; organizes daily events, directs and monitors the work of support staff, and participates in the implementation of a variety of program activities.
- Supervises, coordinates, and participates in the planning and implementation of recreation program activities appropriate for the age groups of the participants, reflective of traditional theories and practices, and in compliance with Federal, State, and local laws, regulations, codes and guidelines.
- Supervises participants in a variety of program activities consistent with assigned recreation program.
- Communicates with participants on an on-going basis; holds and facilitates meetings and team assignments; produces or assists in producing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.
- Acts as a division representative to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs.

- Works with community groups and residents in the development and coordination of program; oversees and coordinates scheduling of activities, games, and events.
- Assists in developing, monitoring, and tracking sponsorships and partner opportunities; maintains contacts and negotiates with vendors.
- Prepares financial and statistical reports related to program participation and revenues.
- Assists staff in the preparation of annual budget for assigned program; accounts for assigned monies; coordinates and implements the purchase of necessary supplies and equipment, as well as needed repairs and maintenance.
- Assists in the recruitment, selection and scheduling of part-time staff and volunteers; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules for all assigned personnel as directed; when applicable, provides input to performance evaluations for assigned full-time staff assigned to program, and evaluates part-time personnel.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required.
- Participates in program registration, including representing the assigned site and/or program and checking documentation for completeness.
- Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents and others; maintains all related records.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by state and local regulatory agencies.
- Coordinates and participates in a variety of program operations and facility maintenance activities, including sports fields and related facilities.
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of employee and volunteer supervision and training.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to the program area to which assigned.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- A variety of games, sports, and other recreational activities appropriate to various ages of participants.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to the program area and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and health/hygiene.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Plan, supervise, coordinate, review and evaluate a recreation program, as well as volunteers and staff.
- Plan and prepare recreation activity schedules, staffing schedules, rosters, flyers, reports and other related program materials.
- Interpret, apply and explain applicable Federal, State and local policies, procedures, laws and regulations.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare written narratives, correspondence, notices, newsletters, and reports in a clear and concise format.
- Maintain and update a variety of files and records including confidential documentation.
- Understand and carry out both oral and written instructions in an independent and timely manner.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in recreation, early childhood education, child development, or related field, and three (3) years of work experience in recreation or closely related programs, including one (1) of lead or supervisory experience.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office and/or recreational facilities environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Incumbents may be exposed to inclement weather conditions while performing some outdoors duties. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays.